EXERCISE 4. SET UP CDBG ACTIVITY: ADMINISTRATION

✎ *For CDBG, 20% of the entitlement grant and programming may be used for planning and administration purposes. This is an easy activity to set up because you are not required to complete the program path.(i.e. you may stop once you have saved your data on the money screen).*

Set Up Activity

1. At the MAIN MENU, select "SET UP ACTIVITY" and press **<Enter>.**

2. Press <**F2**> for the list of projects. Select "Administration", Project 0013, 1997. Press <**Enter**>.

3. Once you return to the initial "SETUP ACTIVITY" screen, <**Tab**> to GRANTEE ACTIVITY NUMBER and **type** in a number that identifies this activity for your own purposes.

4.   <**Tab**> to ACTIVITY NAME and **type** in "CDBG Administration".

5. <**Tab**> to the SITE ADDRESS/LOCATION field. You may want to leave this field blank for administration activities.

6. <**Tab**> to DESCRIPTION field. An appropriate description would be what the funds will be used for (supplies, etc..) Press **<Enter>** to move to the second activity setup screen ("PROCESS ACTIVITY").

7. Note that the HUD MATRIX CODE data entry space is already filled with "21A". Is this correct? Select <**F1**> or refer to *KeyStroke Saver* to view the list for the HUD MATRIX CODE if you are not sure.

8. Answer the GENERATE PROGRAM INCOME? question by **typing** "N".

9. INITIAL FUNDING DATE: This field is filled by IDIS when you fund the activity

10. Select <**F1**> to view the list for the ENVIRONMENTAL ASSESSMENT CODE. Select "Exempt" for this field.

11. At the next field (the OTHER ENTITY field), **type** "N".

12. Press <**Enter**> to save your work and move to the third activity setup screen.

    ✎ *Your accomplishment should be what the funds will be used for (i.e. supplies, salaries, etc..)*

13. Notice that "Funds Budgeted" is the default for the ACTIVITY STATUS CODE. Press <**Enter**> to continue to the "Money" screen.

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14. **Type** in an amount of at least $10,000 in the TOTAL ESTIMATED AMOUNT field.

15. Press <**F9**> to save this screen.

    ✎ *Since the program path is not required for your administration activity.*

16. Press <**F4**> to return to the MAIN MENU.

17. **Type** "I" and press <**Enter**> to get into the "ACTIVITY FUNDING MENU" screen and then **type** "02" and press <**Enter**> to go to the "ACTIVITY FUNDING LIST" screen to commit the funds. Or you could **type** "I 02" at the MAIN MENU which would be the fastest way to get to the "ACTIVITY FUNDING LIST" screen.

18. Press <**F2**> to see the list of CPS Projects, select one and press <**Enter**>. Press <**Enter**> again to see the list of all activities established under the project that you have selected.

19. Select the administration activity and press <**Enter**>.

20. Select the program that you want to fund this activity and press <**Enter**>.

21. **Type** in the program year and amount. Press <**Enter**> to save.

22. Return to the MAIN MENU.